

INSTRUCTIONS FOR COMPLETING EMPLOYEE CAMPAIGN REPORT ENVELOPES



United Way
of Greenville County

Section I – This should have a pre-printed label from United Way of Greenville County. If it does not, please complete the company name and address of your location.

Section II –

1. This should be the total number of employees that work in your Greenville County location.
2. The number of donors included in this envelope that qualify as Palmetto Society Members.
 - *Check to indicate Palmetto Society Report Form enclosed
 - *Check to indicate Palmetto Society Pledge Cards enclosed
3. Number of donors included in this envelope who have designated their donation.
4. Total amount designated by donors in #4 (above).

Section III –

Partial Report – Check this box if this envelope is *not* the complete and final envelope your company will turn in during this campaign year.

Final Report – Check this box if this envelope *is* the complete and/or final envelope your company will turn in.

Section IV – Please check the box to indicate you emailed the list of donors who are eligible for the Live United Appreciation card.

Section V – Please check box to indicate if you already turned in your Corporate Gift amount **OR**

Please check box to indicate signed Pledge Card and/or check enclosed. (must complete Section VI-B) **OR**

Please sign to indicate amount in Section VI-B is the company's corporate gift.

Section VI –

A. Employee

1. Fully Paid Gifts –

- *# Donors* - Provide # of donors (1 pledge card per donor) whose cash or checks are enclosed.
- *Total \$ Gift or Pledge and Total Cash/Checks Enclosed* - should be same number in this section, which is the total amount of cash/checks enclosed in envelope.

2. Direct Bill Pledges –

- *# Donors* - Provide # of donors (1 pledge card per donor) who requested to be billed directly or indicated they wish to pay by stock or credit card.)
- *Total \$ Gift or Pledge* - Total amount they pledged to give. ****Must provide actual amount of pledge, not %****
- *Total Cash/Checks Enclosed* - Complete only if partial payment of pledge is being paid by cash or check.

3. Payroll Deduction Pledges (PRD) –

***Original payroll deduction cards should be sent directly to your company payroll department. United Way would like a copy or an Excel list with Donor Names, Pledge Amounts and e-mail addresses.**

- *# Donors* - Provide # of donors who requested to pay via payroll deduction.
- *Total \$ Gift or Pledge* - Total amount they pledged to give. ****Must provide actual amount of pledge, not %****.
- *Total Cash/Checks Enclosed* - There should be no cash/checks included for PRD pledges.

4. Special Event Dollars (Special Events are cash/checks collected for special events, such as a bake sale)

- *# Donors* - Leave Blank. There are no donors for a special event.
- *Total \$ Gift or Pledge and Total Cash/Checks Enclosed* - should be same number in this section, which is the total amount of cash/checks enclosed in envelope.

5. Employee Totals

- *# Donors* – Total number of donors of all types
- *Total \$ Gift or Pledge* – Total \$ pledged/gift of all types
- *Total Cash/Checks Enclosed* – Should be total of all cash/checks enclosed in this envelope.

B. Corporate Gift – Only fill out this section if a Signed Pledge Card or Check is enclosed or section V is signed.

C. Envelope Grand Total

Section VII –

This section should be completed to ensure United Way of Greenville County will have the proper billing contact information for your payroll department. Note – Some companies prefer their payroll be billed to a different location. Please provide name, signature and contact phone number for the person completing this form in case of any questions.

Section VIII – Please turn in all pledge cards or copies (after submitted to company payroll).

Section IX – Please sign envelope to confirm who entered the totals.